

**Instructions for Completing Application for  
2006-2007 Facilities Incentive Grants Program**

1. Look at the Distribution for FY 07 Funds. You will find a) the amount of federal funding you are eligible for under this year's program, and b) the amount of state money you must dedicate to facilities to entitle you to these federal funds as per 53A-1a-513 (<http://www.le.state.ut.us/~code/TITLE53A/htm/53A02031.htm>).
2. Read all of the Guidance concerning this program. There are only certain expenditures allowed using these funds and you are subject to audits around these expenditures (<http://www.ed.gov/programs/statecharter/2004guidance.pdf>).
3. Complete the Application for funds following the instructions which direct you to begin the application by completing all of Part II (two) before completing any other parts of the application.
4. Have the Cover Page of the grant application signed and the Lobbying and Debarment Disclosure Statements completed and signed. These must contain original signatures.
5. Save a copy of your application.
6. Print off the application and mail it to:  
  
Jo Schmitt  
USOE  
Charter Schools  
P.O. Box 144200  
Salt Lake City, UT  
84114-4200.
7. You will receive an Award letter from Superintendent Patti Harrington with a C20.
8. Use the USOE Request for Reimbursement Form to draw down funds according to your budget. As a reimbursement, this means that you must have spent your money before requesting funds.

9. Be prepared to provide the USOE with any necessary information in order to complete the State Incentive Performance Report.